

**STATE OF CONNECTICUT
DEPARTMENT OF SOCIAL SERVICES
JOB OPPORTUNITY**

SECRETARY 2

APPLICANTS MUST HAVE TAKEN AND PASSED THE DEPARTMENT OF ADMINISTRATIVE SERVICES EXAMINATION NUMBER 912010 FOR SECRETARY 2. STATE EMPLOYEES WHO ARE CURRENTLY CLASSIFIED AT THIS LEVEL OR PREVIOUSLY ATTAINED PERMANENT STATUS IN THIS CLASSIFICATION WILL BE CONSIDERED FOR LATERAL TRANSFER.

Posting Date: December 5, 2013

Closing Date: December 11, 2013

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

The Department of Social Services Division of Health Services, Money Follows the Person Unit is presently recruiting to fill a **Secretary 2** position located at its Central Office in Hartford, CT.

Open To: State Employees

Position: Secretary 2
Position Number 89591

Bargaining Unit: NP-3 Administrative Clerical

Salary Range: \$44,038.00 - \$57,588.00 Annually - (Salary Grade CL16)

Location: 25 Sigourney Street Office
Hartford, CT 06106

DUTIES & RESPONSIBILITIES: Responsible for a full range of secretarial duties to include but not limited to: typing, editing, filing, composition of complex correspondence, report writing, complex processing, telephone work and other related duties as assigned.

1. **TYPING:** Using a typewriter, word processor, or other automated equipment formats and types a full range of correspondence, reports, bills, drafts, etc. from rough draft, transcription, dictated notes, etc. Proofreads for content. Edits using knowledge of grammar, punctuation and spelling.
2. **FILING:** Designs office filing systems. Organizes and maintains files (including confidential files). Maintains, updates and reviews manuals and reference materials.
3. **CORRESPONDENCE:** Composes routine letters/memoranda, etc. (e.g. standard replies and acknowledgement letters) for supervisor's signature.
4. **REPORT WRITING:** Compiles information from standard sources and prepares data reports (e.g. number of forms processed during the month).

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5. **INTERPERSONAL:** Greets and directs visitors. Answers phones and takes messages. Answers questions requiring knowledge of terminology, organization, supervisor's responsibilities, etc. (e.g., appropriate referrals, general purpose of the unit).
6. **PROCESSING:** Scans correspondence; pulls and attaches related materials. Reviews, routes and prioritizes mail.
7. **PERSONAL SECRETARY:** Arranges and coordinates meetings (including space and equipment). Writes minutes of meetings, lectures, conferences, etc. from rough draft. Takes notes using shorthand, speedwriting or machine transportation. Prepares expense accounts. Makes travel arrangements
8. **OFFICE MANAGEMENT:** Maintains an inventory of supplies and equipment. Orders supplies when necessary. Completes, processes and maintains paperwork for purchasing (e.g. orders, requisitions, invoices, etc.) Maintains time and attendance records. Performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of office systems and procedures; considerable knowledge of proper grammar, punctuation and spelling; knowledge of business communications; knowledge of department's/unit's policy and procedures; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which may include word processors, computer terminals or other automated equipment; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor); ability to type at a net speed of 50 wpm.

Note: Priority consideration will be given as required to mandatory candidates on current Reemployment / SEBAC Lists. Applications will be accepted from candidates and state employees who have taken and passed the current examination for Secretary 2 exam number 912010 and from state employees who have attained permanent status as a Secretary 2.

APPLICATION INSTRUCTIONS: Interested and qualified candidates who meet the above requirements should submit a cover letter, CT-HR-12 (State of Connecticut Application for Employment) and two (2) letters of professional references from current and/or previous supervisors. In lieu of references State employees must submit copies of their two most recent performance appraisals. The State of Connecticut Application for Employment (CT-HR-12) may be downloaded for the State of Connecticut's Department of Administrative Services Website at www.das.state.ct.us/exam/default.asp#APPLICATION. When faxing materials, please keep a copy of your completed application and the fax transmittal receipt for your records and do not mail a copy of your application form if you have faxed the materials. Incomplete or late applications will not be considered. Please note that due to the large number of applications received, we are unable to field phone inquiries.

Please submit all of your application materials either by MAIL or FAX by close of business on December 11, 2013 to:

Maria Taylor, Principal Human Resources Specialist
Department of Social Services
25 Sigourney Street, Hartford, CT 06106
Fax: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY WEDNESDAY, DECEMBER 11, 2013, CLOSE OF BUSINESS

An Equal Opportunity / Affirmative Action Employer